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SG1J

DATE: 30 September 93

FROM:

SUBJ: SONTHLY ACTIVITIES REPORT FOR SEPTEMBER 1993

TO: Chief, PAG-TA

- (U) During the month of Sept, 93 I performed the following:
- 1. (S/NF) Typed/formatted numerous memorandums for Activity including monthly activity report for August 93, memo for PAG containing discussions with Staffer Mitchell, contract memorandums, and other office correspondence.
- 2. (U) Typed PAG-TA's FY94 travel plan.
- 3. (U) Typed STIC-C message for September.
- 4. (S/NF) Assisted Activity chief in preparing a briefing book for his meeting with Mr. Don Mitchell.
- 5. (S/NF) Prepared memo for PAG with outcome of discussions with Mitchell.
- 6. (S/NF) Formatted and typed Special Activity Report, PAG-TA-1063-SL, a PAG-TA on-going project.
- 7. (U) Started cleaning files and safes at the DIAC (property of this activity).
- 8. (S/NF) Typed two Operational Activity Reports for delivery to J2 (formal publications wil SGFOLAS).

